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14 December 1977

MEMORANDUM FOR THE RECORD

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FROM: [REDACTED]

SUBJECT: Options in Formulation of a Directorate of
Administration Training Program

1. There are basically two types of programs which could be formulated to serve as a Directorate of Administration Training Program (DATP). One version would be a general orientation of the Agency with a look at its mission and how it functions in the intelligence community. There would be an overview of the DDA and its position within the Agency. This would be a three to four week course, consisting mainly of lectures along with a limited amount of on-site office orientation and would be run at least twice a year. Nominees for this course would be from the ranks of the newly hired junior professionals (GS-08/09) within each of the Offices of the Directorate. It would precede the specialized training which each Office would normally provide their sub-group trainees.

2. The second option would be a program reserved for the selective few from each Office who are in the GS-10 through GS-12 grade level. The participants would have approximately five years of Agency experience as a professional officer, have been through their home component's specialized training, have had an opportunity to serve at the intermediate supervisor level and are considered to have high potential for advancement to significant managerial positions. This version would be informative as well as evaluative in nature. It would entail a general broadening of knowledge of the DDA and how the Offices interface with one another while providing required services to the other Agency components. Managerial concepts in both theory and practice would be meshed through a combination of lecture, seminars and case studies. Additionally, the program would focus on administrative problems of the Agency and explore some of the techniques that are used in dealing with them. The Assessment Center Staff would be utilized to provide self-assessments to the participants

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thereby enabling them to gain added insight as to their management and supervisory capabilities. This more highly structured approach would be approximately 10-12 weeks in length, offered at most, twice per year and would be considered as a viable alternative to the existing CT Program

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